

TWIGWORTH PARISH COUNCIL
Approved minutes
ANNUAL MEETING OF THE COUNCIL
HELD AT 7.00PM ON 9th May 2024
IN THE DOWN HATHERLEY VILLAGE HALL

<https://twigworthparishcouncil.wordpress.com>

1.	Welcome and introductions – by the present Chairman Meeting noted that the AGM is a different agenda to a normal PC meeting. Borough and County Councillors are invited to present reports in the Parish assembly which directly follows the AGM. Members of the public are also invited to speak at the Parish Assembly Subject to the discretion of the Chair of the Council, matters not covered during the AGM (due to time restraints or not being on the agenda) may be carried forward to the next scheduled meeting or an additional meeting may be called
2.	Election of Cllr Harris as Chairman was followed by signing of acceptance of office papers
3.	Election of Cllr Redfern as Vice-Chairman was followed by signing of acceptance of office papers
4.	Attendance recorded as Parish Councillors, Rick Harris, Graham Bocking, John Redfern and Elaine Watson, Parish Councillor Mike Davies attended at 19.19 and 1 member of the public
5.	Apologies for absence received accepted and recorded from Borough Councillors Hands & County Councillor McLain And Borough Councillor Ockleton did not attend
6.	Declaration of Interest for matters on the agenda were invited- none
7.	Minutes of the previous Parish Council Meeting held on 7th March 2024 were approved
8.	Council agreed delegation to Clerk of authority to make submission of comments on planning matters where no meeting of the Council can be held
9.	Council agreed to review standing orders & financial regulations at July 24 meeting following the publication of new standard Financial Regulations from NALC
10.	Council adopted the Complaints, Freedom of Information, Data protection, Code of conduct, planning, environmental, risk management, biodiversity, communication, training and development, social media, disciplinary, grievance and privacy policies as displayed on the website
11.	Council noted changes are required to the asset register <ul style="list-style-type: none"> • Brick bus shelter £7k • Notice Board in bus shelter £800 • Notice Board in lay-bye £800 • 2 Dog bins by bus stop £800 • At some point the defibrillator will be added • No other fixed assets have been purchased or adopted
12.	Council agreed representation on outside organisations <ul style="list-style-type: none"> • Cllr Harris – flood warden and cluster of PC flood committees • Cllr Harris – TBC Garden Communities • Cllr Harris -GRCC • Cllr Harris – GAPTC

	<ul style="list-style-type: none"> • Cllr Harris -Police and Crime Commissioner Group/Police Liaison • Cllr Bocking – Planning Committees and Flood Warden Group
13.	Council agreed no changes are required to insurance policy for the coming year
14.	Council agreed to complete the addition of Cllr J Redfern to the bank mandate and no other changes are required at this time
15.	Council approved Ian Selkirk as its independent internal auditor as last year
16.	Council confirmed it wishes to renew its subscription to GAPTC £241.62 & PATA Payroll £125.20
17.	Council approved the financial reports and payment list as attached
18.	Council approved its AGAR completion and delegated to the Chair of Council to sign the appropriate forms
19.	Council noted update on action plan for Councillors -see supporting papers
20.	<p>Council noted 4-year plan review as at the end of year 1 of current Council-</p> <ul style="list-style-type: none"> • Environmental survey within parish consultation • See policies adopted • Ash-Die Back project completed • Protection of Green Spaces – no longer available • Parish Notice Board in community centre • Newsletters distributed • Website upgrade • D Day celebrations now including flag purchased for flying at St Matthews Church • Twigworth PC has also purchased new flag • Remembrance Day celebration noted • Royal Mail postbox – remove • Dog/Waste Bins installed by Developers • Twigworth Green bus shelter on going • S106 issues on going • Planning – all applications to be commented on including no comment
21.	Council agreed delegation to Cllr Redfern for postings on to the website, newsletter and parish council Facebook page
22.	Council agreed that its meeting schedule shall remain as 1 st Thursday of May, July, September, November, January, March commencing at 7.00pm
23.	<p>Council agreed to purchase defibrillator and to have it installed at Janes Pantry using Janes Pantry electrical contractor with the permission of Robert Hitchens obtained in email (owner of land) – Grant via build back better scheme very much appreciated and will be recognised when installed.</p> <ul style="list-style-type: none"> • TPC to pay for the purchase of BHF Zoll AED fully automatic with exterior cabinet in the sum of £1698- clerk place order on invoice basis • Council agreed to pay installation costs – name and cost to be confirmed • Council agreed to pay annual maintenance and inspection fees as required • Council delegated monthly inspection report submission -Cllrs

	Harris/Redfern
24.	Council considered planning matters – noted no comment to be submitted
25.	Council noted verbal flood updates from Cllr Harris
26.	Council noted verbal dog bin updates from Cllr Redfern including issue of emptying by Suds Pond dog bin and the dumping of waste near it.
27.	Council noted noticeboard update from Cllr Harris -ongoing
28.	Close of meeting at 19.53 followed at 8pm by the Parish assembly,

TWIGWORTH PARISH COUNCIL
Draft minutes of
MEETING HELD AT 7.00PM ON 7TH MARCH 2024
IN THE DOWN HATHERLEY VILLAGE HALL

<https://twigworthparishcouncil.wordpress.com>

1.	Welcome and introductions
2.	Attendance recorded as Parish Councillors, Elaine Watson, John Redfern, Rick Harris, Mike Davies & Graham Bocking, & 3 Members of the public Borough Councillor Hands,
3.	Apologies received recorded and accepted from County Councillor Paul McLain Borough Councillor Ockelton did not attend
4.	Declaration of Interest for matters on the agenda were invited -none
5.	<p>Members of the Public were invited to speak to the Council & then members of the public were invited to observe the remainder of the meeting</p> <ul style="list-style-type: none"> • resident explained history of their property from 2002- previous resident reported flooding in 1947 and then current resident explained more serious flooding occurred in 2007. More flooding in 2012 and then in the 2012-2024 has flooded 7 times. Accepted grant in 2014 for flood defences eg a wall of 3 ft and have built flood prevention doors. Flooded again in 2014. 2020 flooding during Covid and is reported as the worse since 2007. 2021 flooding occurred and the resident had installed pumps and managed to keep the water level to a few inches 2024 flooding described as the worse flood of all the above incidences and this time the water did not recede. Now more development has been approved in the near flood plains. The residents are asking for compensation from the Government as they cannot sell the house, this is causing health issues linked to the severe stress. The residents asked for the backing of the Parish Council. The County Council have some grants available which the residents have applied for but may not be eligible, the residents have received a small grant from the Borough Council. The PC will discuss formal resolution later on the agenda. <p>Discussed meeting with MP and local media Councillor Hands shared that the EA may have funding for preventative works for “pods of property” and these residents have been put forward</p> <ul style="list-style-type: none"> • 2nd resident has submitted grant application for preventative work • EA flood forecasts to 2125 are significantly higher • Public consultation on solar farm attended by resident. Planning applications for other solar farm decision date has been postponed <p>Public session closed at 19.30</p>
6.	<p>Verbal Report from Borough Councillor Hands</p> <ul style="list-style-type: none"> • SLP consultation dates noted • Sought information on any other residents with flooding issue • Environmental Health involved with removed culvert in Brook Lane • Drainage issues in the vicinity

	<ul style="list-style-type: none"> • Dog bins update- TBC are not emptying bins until the roads are adopted. The Developers are responsible for emptying. • The Borough would like dual bins to be used in future. • The Borough needs to approve location of bins in the future • Cllr Harris informed BC Hands that STWA have identified Twigworth as “at risk” for flooding and sewage • Developers have undertaken surveys to prove that the issues are not caused by Taylor Wimpey/Hitchens • Walking route between Twigworth and Whittle Gardens is not open to the public as there is a suspension on the PROW • SFRA terms of reference discussed • VAS/S106 issues raised with other agencies <p>Report from Borough Councillor Ockleton not available</p>
7.	Report from County Councillor McLain distributed via email
8.	Minutes of the previous Parish Council Meetings held on 1st February 2024 approved
9.	Payment list approved
10.	Financial reports approved
11.	<p>Council considered Council assets updates (Cllr Harris/Cllr Redfern)</p> <ul style="list-style-type: none"> • Noticeboards- ongoing following discussions with retail units- resident can apply for a grant – email from Co-operative noted (Cllr Harris) • Defibrillator- £2500 grant from GCC “Build-back better” due to be received - retail unit permissions in process – Specifically Zoll AED Plus Fully Automatic £1821 with locked external cabinet from British Heart Foundation (Cllr Redfern) • Bus Shelter – update sought from CC McLain and s106 legal team looking into it. (Cllr Harris) • Bus Stops by the Church should have been allocated Bus Shelters within the s106 monies (Cllr Harris)
12.	<p>Council considered update on working towards Local Council Award Scheme (Cllr Redfern) -standard agenda item until project completed</p> <ul style="list-style-type: none"> • Policy review/adoption on going
13.	<p>Council considered updates on the 4-year plan (Cllr Redfern)</p> <ul style="list-style-type: none"> • Consultation document has been distributed to Councillors and was approved by Council and will be launched in an electronic version
14.	<p>Council considered update on Flooding matters (whole Council)</p> <ul style="list-style-type: none"> • Community Flood History record update noted (Cllr Redfern) • update from flood representation of parish (GS) and parish council (Cllr Harris) update noted • Discussions/actions on Flood events January and February 2024- sand bags are available (no sand) – Sand can be delivered by Borough within a couple of hours. • Flood survey has been launched and the public are encouraged to complete the survey on the website • Council considered information shared in the public session and agreed to support compulsory purchase with a letter to the MP, CEO of Borough, CEO of County (Cllr Watson)
15.	Council noted update on community emergency plan (Cllr Redfern)

16.	<p>Council considered updates on Highway matters (Cllrs Harris and Cllr Davies)</p> <ul style="list-style-type: none"> • VAS sign at roundabout- Cllr Harris has contacted GCC Managers and CC McLain • 2nd VAS not working due to electrical wiring not working – Cllr Harris has contacted GCC Managers and CC McLain • TRO project led by Down Hatherley Parish Council- Feasibility Study has been completed and has been sent to TRO team • Highway signs cleaning has been requested • Drop kerbs being pursued • Other Highway matters Chestnut Farm Development planning condition includes a lighted pedestrian crossing (Cllr Harris) • Speed restrictions may impact planning applications
17.	<p>Council considered update on Planning Matters (whole council)</p> <ul style="list-style-type: none"> • Update on enforcement matters noted • Planning application decisions noted • Council agreed its response to Borough Councils' strategic review - Councillor Harris • Council agreed its response to outstanding planning applications • S106 updates noted – to be updated on Councillors Action List • Developers on Brook Lane have been asked to maintain ditches and plough the adjacent fields to aid drainage
18.	<p>Council considered update on Community engagement matters update (Cllr Redfern).</p> <ul style="list-style-type: none"> • Twigworth Newsletter noted • Website update noted
19.	<p>Council agreed working party on draft policies and financial regulations (Cllr Watson to host on April 10th and 17th)</p> <ul style="list-style-type: none"> • Council agreed to adopt the draft standing order discussed at the working party
20.	<p>Council considered update on infrastructure matters (Cllr Redfern)</p> <ul style="list-style-type: none"> • Additional or repositioned Post box for Twigworth Local Centre noted • Dog Bins on Fallow Fields discussed • Dog bins- see Borough Councillor Hands report • Co-op will have a post drop off point and a pick up/drop off parcel point
21.	<p>Council considered update on Action Tracking programme (Cllr Redfern)</p>
22.	<p>Council noted update on Environmental matters (whole Council)</p> <ul style="list-style-type: none"> • Community Climate Change grant application -unsuccessful
23.	<p>Date of next meeting confirmed as meetings commence at 7pm 9th May (AGM 7pm /Parish assembly 8pm)-</p>
24.	<p>Close of meeting 20.42</p>

Financial reports for year end 31/3/24

Cash book

<u>payee</u>	<u>date</u>	<u>CHQ NO</u>	<u>AMOUNT</u>	<u>balance</u>
opening current account balance				3084.71
PRECEPT			0.00	3084.71
b holder	04/05/2023	662	-55.95	3028.76
GAPTC	18/05/2023	663	-177.68	2851.08
PATA PAYROLL	18/05/2023	664	-108.20	2742.88
DHVVH	18/08/2023	665	-162.00	2580.88
COMMUNITY FIRST	18/05/2023	666	-143.12	2437.76
DHVVH	25/05/2023	667	-27.00	2410.76
B HOLDER	07/07/2023	668	-12.55	2398.21
HMRC	07/07/2023	669	-220.20	2178.01
SEVERN VALE ACTION GROUP	27/04/2023	INCOME	575.00	2753.01
PRECEPT	27/04/2023	INCOME	7345.00	10098.01
B HOLDER	APRIL	S/O	-185.81	9912.20
B HOLDER	MAY	S/O	-185.81	9726.39
B HOLDER	JUNE	S/O	-185.81	9540.58
B HOLDER	JULY	S/O	-185.81	9354.77
B HOLDER	AUGUST	S/O	-185.81	9168.96
TWO RIVERS	18/08/2023	INCOME	200.00	9368.96
HMRC	31/08/2023	670	-88.00	9280.96
B HOLDER	01/09/2023	671	-15.11	9265.85
I SELKIRK	07/09/2023	672	-150.00	9115.85
PATA PAYROLL	07/09/2023	673	-30.00	9085.85
J REDFERN POPPY WREATH	07/09/2023	674	-23.98	9061.87
J REDFERN WORDPRESS	07/09/2023	675	-100.80	8961.07
b holder	SEPT	SO	-185.81	8775.26
b holder	OCT	SO	-185.81	8589.45
b holder	nov	so	-158.61	8430.84
dec	dec	so	-158.61	8272.23
b holder back pay	30/11/2023	676	-93.57	8178.66
b holder	jan	so	-158.61	8020.05
b holder expenses/sal u/p	24/01/2024	678	-42.96	7977.09
pata uk	24/01/2024	677	-10.00	7967.09
hmrc	24/01/2024	679	-509.20	7457.89
b holder	feb	so	-158.61	7299.28
b holder salary increase	25/02/2024	680	-550.32	6748.96
dhvh	28/02/2024	481	-162.00	6586.96
R Harris -printing costs	28/02/2024	482	-25.00	6561.96
b holder expenses	28/02/2024	483	-37.23	6524.73
hmrc	28/02/2024	484	-527.65	5997.08
b holder	mar	so	-158.61	5838.47
hmrc march	mar	681	-527.65	5310.82
b holder salary increase	march	682	-550.32	4760.50
b holder expenses inc workshops	march	683	-41.63	4718.87
GCC grant defib	38068.00	receipt	2500.00	7218.87
			0.00	7218.87

BANK RECONCILIATION

	01/04/2023	OPENING BANK BALANCE		3084.71	
		EXPENDITURE FOR PERIOD	6485.84		
		INCOME FOR PERIOD	10620.00		
		NET EXPENDITURE			
as at above		BANK BALANCE AS ABOVE		<u>7218.87</u>	
as at 28/1/24		BAL PER S/M		7746.52	
		LESS U/P CHEQUES	681	-527.65	
				<u>-527.65</u>	
		<u>reconciled balance</u>		<u>7218.87</u>	0.00
		<u>Total bank</u>		<u>7218.87</u>	
		<u>balance</u>		<u>7218.87</u>	

Payment list for approval

Additional salary £552.07
Hmrc £1051.40
Expenses £74.46 april/may
GAPTC £241.62
PATA £125.20
Insurance tbc

Budget against actual

budget to date	<u>BUDGET</u>	<u>ACUTAL</u>	<u>BALANCE</u>	<u>AGREED</u> <u>24/25</u>	
		<u>YEAR</u> <u>TO</u> <u>DATE</u>	<u>AVAILABLE</u> <u>TO SPEND</u>		
PRECEPT	7345	7345		20000	
SWAG	0	575			TO RESERVES
ADVERTISING	0	200			
WAYLEAVE	0	0			
VAT to be reclaimed	0	0			
OTHER RECEIPTS	0	0			
GRANTS	0	2500			
INCOME	7345	10620		20000	
EMPLOYMENT COSTS	2646	4801	-2155	13055	14 HRS LC2 P28
ADMIN	500	591	-91	625	
INSURANCE	180	143	37	190	
GRANTS		0	0		
WEBSITE		101	-101	110	
SUBSCRIPTIONS	120	178	-58	125	
BUS SHELTER	3000	0	3000		TO RESERVES
EQUIPMENT (CAPITAL)	200	0	200	1200	TO RESERVES
VENUE HIRE	200	351	-151	210	DEFIB, NOTICEBOARD,
AUDIT	150	150	0	160	
TRAINING	100	0	100	200	
PAYROLL COSTS	120	148	-28	125	
COMMUNITY ENGAGEMENT		24	-24	630	4 YEAR PLAN
LCA			0	50	4 YR PLAN
VAS			0	400	ONGOING COSTS ONCE
VILLAGE GATEWAYS			0	0	INSTALLED
ENVIRONMENT POLICY			0	0	4 YR PLAN
NEWSLETTERS			0	0	4 YEAR PLAN COSTS?
WASTE BINS	0		0	0	4 YEAR PLAN COSTS?
TRO FOR 20MPH					4 YEAR PLAN COSTS?
Expenditure	7216	6486		17080	
contingency/balance expenditure	129	4134		2920	
	7345	10620	730	20000	

<u>reserves</u>	Mar-22	Mar-23	Aug-23	Mar-24
defib	3145	871	3277	2500
SWAG			575	575
PRECEPT		1500	1500	2500
EQUIPMENT			200	200
BUS SHELTERS			3000	300
NDP	585	585	585	585
contingency				500
EARMARKED	3730	2956	9137	7160
general	-846	129	-1918	59
bank balance at Y/E	2884	3085	7219	7219

RECONCILIATIONS

31/03/2024

		CASH	
PAYROLL	PATA	BOOK	DIFFERENCE
NET	2927.86	2927.86	0.00
ees ni	21.54		
PAYE	1741.40	1872.70	0.00
epers ni	109.76		
EXPENSES	GROSS	<u>4800.56</u>	<u>0.00</u>
		<u>4690.80</u>	

	MAY	JULY	SEPT	NOV	jan	feb	march	april	may
MILEAGE	6.20	6.21	6.21	12.42	18.63	18.63	18.63	18.63	18.63
PRINTING	9.25	1.34	5.10	3.08	5.80	10.60	15.00	15.00	8.20
STATIONERY	17.00			3.70					6.00
POSTAGE	8.00	5.00	8.00	8.00	8.00	8.00	8.00		8.00
	<u>40.45</u>	<u>12.55</u>	<u>19.31</u>	<u>27.20</u>	<u>32.43</u>			<u>33.63</u>	<u>40.83</u>

AGAR reports

AGAR report		2023	2024	variance
balances bfwd	box 1	2884	3085	
precept	box 2	3910	7345	3435
other receipts	box 3	0	3275	3275
staff costs	box 4	2689	4801	2112
loan repayments	box 5	0	0	0
all other payments	box 6	1020	1685	665
balances cfwd	box 7	3085	7219	4134
bank and cash balances	box 8	3085	7219	4134

Fixed assets as agreed _ £9400

- **Brick bus shelter £7k**
- **Notice Board in bus shelter £800**
- **Notice Board in lay-bye £800**
- **2 Dog bins by bus stop £800**

Certificate of Exemption – AGAR 2023/24 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2024, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2024 and a completed Certificate of Exemption is submitted no later than **30 June 2024** notifying the external auditor.

twigworth Parish Council

certifies that during the financial year 2023/24, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2023/24: £10,620 IN ACCOUNT £25,000

Total annual gross expenditure for the authority 2023/24: £6,486 IN ACCOUNT £25,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2020
- In relation to the preceding financial year (2022/23), the external auditor **has not**:
 - + issued a public interest report in respect of the authority or any entity connected with it
 - + made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - + issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - + commenced judicial review proceedings under section 31(1) of the Act
 - + made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor either by email or by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2024.

Signing this certificate confirms the authority will comply with the publication requirements.

Signed by the Responsible Financial Officer	Date	I confirm that this Certificate of Exemption was approved by this authority on this date:	
<small>SIGNATURE REQUIRED</small>	02/05/2024		02/05/2024
Signed by Chair	Date	as recorded in minute reference:	
<small>SIGNATURE REQUIRED</small>	02/05/2024	May 24.18	<small>MINUTE REFERENCE</small>
Generic email address of Authority	Telephone number		
twigworthparishcouncil@gmail.com <small>GENERIC EMAIL ADDRESS</small>	07568359852		<small>NUMBER</small>
*Published web address			
https://twigworthparishcouncil.com <small>AVAILABLE WEBSITE/WEBPAGE ADDRESS</small>			

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2024. Reminder letters for late submission will incur a charge of £40 + VAT.

Twigworth Parish Council

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (EXEMPT AUTHORITY)

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

Local Audit and Accountability Act 2014 Sections 25, 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE	NOTES
<p>1. Date of announcement _____ <u>2/5/24</u> _____ (a)</p> <p>2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review.</p> <p>Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2024, these documents will be available on reasonable notice by application to:</p> <p>(b) clerk to the Council Email twigworthparishcouncil@gmail.com</p> <p>commencing on (c) <u>Monday 3 June 2024</u> _____</p> <p>and ending on (d) <u>Friday 12 July 2024</u> _____</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-l.com)</p> <p>5. This announcement is made by (e) _____ b holder</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

twigworth Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable, in our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.

Yes No

<https://twigworthparishcouncil.com> AVAILABLE WEBSITE/WEBPAGE ADDRESS

Action plan update

TWIGWORTH PARISH COUNCIL - ACTION FILE (Updated: 1 May 2024)

Number Number	Action	Area	Raised By	Date Raised	Action By	Target / Actual Completion	Status	Response/Update/Comments
23041	Council agreed to support the proposal to apply to the Local Council Award Scheme and register for the Foundation Award.	Admin	Cllr Redfern	2 Nov 2023	TPC	31 Dec 2025	In Progress	<i>Policies have been drafted and are waiting review/adoption by Council</i>
23042	Council agreed to explore funding and assistance from GRCC for 4-Year Plan/Consultation	Admin	Clerk	2 Nov 2023	Cllr Redfern	TBA	Open	<i>Cllr Redfern to follow-up</i>
23010	Consider provision of a Defibrillator for Twigworth	Community	Cllr Redfern	6 Jul 2023	Clerk	30 Jun 2024	In Progress	<i>Council has been awarded £2500 under the Build Better Councillor Scheme - funds now received for PC to purchase Defib</i>
23011	Consider the provision of Allotments for Twigworth	Community	Cllr Redfern	6 Jul 2023	TPC	TBA	On Hold	<i>No land or funding available</i>

230 40	Cllr Harris has approached the Co-Op with regards Parish Noticeboard and Defibrillator through their Community Funding scheme	Community	Cllr Harris	2 Nov 2023	Cllr Harris	1 Feb 2024	In Progress	<i>Cllr Harris in discussions with the Co-op regarding Noticeboard</i>
230 58	S106 - Dog Waste bins/signs throughout Fallow Fields	Community	Cllr Redfern	14 Feb 2024	Cllr Harris	TBA	In Progress	<i>TBC yet to install bins; Cllr Harris agreed to follow up Fallow Fields</i>
230 44	Look for a sponsor to cultivate the Twigworth Green round about, plus GCC permission	Environment	Cllr Harris	23 Nov 2023	Cllr Harris	31 Mar 2023	In Progress	<i>Cllr Watson has asked Norton Garden Centre who are interested</i>
230 43	Safe A38 Road Crossing at Mary Ps Nursery	Highways & PROW	Member of Public	16 Nov 2023	Cllr Harris	31 Mar 2024	Open	<i>Cllr Harris to follow-up</i>
230 57	Footpath Twigworth Green - Innsworth ... lighting and surface... safety barriers at pond	Highways & PROW	Cllr Redfern	25 Jan 2023	Cllr Bocking	TBA	On Hold	<i>The public right of way is not officially open all the way through to Twigworth</i>
230 20	Planning App 23/00724/F UL 1 Laburnum	Planning	TBC	3 Aug 2023	TPC	7 Sep 2023	In Progress	<i>The history of the site was discussed, Council agreed to</i>

	Cottage Re submission for new/retrospective work carried out Objection agreed/submitted.							<i>recommend that the application goes to the Planning Committee for a detailed study of the plans due to the previous history of the applications on this site. Council agreed to ask CC to support PC in this request.</i>
23056	Planning App 23/00441/F UL Land To The West Of Twigworth Court Farm - Installation of ground mounted solar to export up to 16 MW (AC) electricity, comprising photovoltaic panels and associated infrastructure and works	Planning	TBC	1 May 2023	TBC	TBA	Closed	<i>TBC Planning have permitted development</i>
23004	S106 - Bus Stop and Shelter for Twigworth Green as raised by public member at June meeting	S106	Member of Public	1 Jun 2023	TBC	TBA	Open	<i>TBC Funds allocated; Specification Agreed; Awaiting Developer completion for TBC to adopt roads and progress</i>
23005	S106 - Provision of children's play area and eq	S106	Cllr Redfern	6 Jul 2023	TBC	Qtr 1/2 2024	In Progress	<i>Phase 1 LEAP to be opened in Qtr 1/2 - Further LEAPs to follow on each Phase of the TG Development</i>

	quipment for the general Twigworth and new housing development areas							
23006	S106 - Dog Waste bins/signs throughout Twigworth Green	S106	Cllr Redfern	6 Jul 2023	TBC	Qtr 1/2 2024	In Progress	<i>Vistry have installed 5 bins; with a further 2 bins when Play Area opens - signs have been erected by TBC</i>
23047	S106 - Between Tiverton & Westway - Widen existing footway; install bus boarder kerbing and hardstanding at southbound bus stop and provide dropped kerb crossing to link to northbound stop.	S106	TBC	2017	TBC	TBA	Open	<i>Twigworth Transport S106 Agreement - July 2017 To be followed up with Tewkesbury Borough Council</i>

Number	Action	Area	Raised By	Date Raised	Action By	Target/Actual Completion	Status	Response/Update/Comments
23048	S106 -South west of YewTree House- Improve width of existing footway by cutting back	S106	TBC	2017	TBC	TBA	Open	<i>Twigworth Transport S106 Agreement - July 2017 To be followed up with Tewkesbury Borough Council</i>

	vegetation over 100 metres.							
23049	S106 - North of St Matthew's Church - Improve width of existing footway by cutting back vegetation over 60 metres.	S106	TBC	2017	TBC	TBA	Open	<i>Twigworth Transport S106 Agreement - July 2017 To be followed up with Tewkesbury Borough Council</i>
23050	S106 - North of fuel filling station - Widen existing footway over 45m and install dropped kerbs to provide crossing.	S106	TBC	2017	TBC	TBA	Open	<i>Twigworth Transport S106 Agreement - July 2017 To be followed up with Tewkesbury Borough Council</i>
23051	S106 - South of The Old Rectory- Widen existing footway by removing grass verge over a distance of 145m.	S106	TBC	2017	TBC	TBA	Open	<i>Twigworth Transport S106 Agreement - July 2017 To be followed up with Tewkesbury Borough Council</i>
23052	S106 - Two new bus shelters, SMS Code reference glodawop, referred to as stop Twigworth Lodge Hotel & Opposite Twigworth Lodge Hotel, located on the A38 Tewksbury Road, outside	S106	TBC	2017	TBC	TBA	Open	<i>Twigworth Transport S106 Agreement - July 2017 To be followed up with Tewkesbury Borough Council</i>

	properties Green Trees and Westway located between the Oakwood Hotel and the proposed access for the Development, to be provided in accordance with Gloucestershire County Council Bus Stop Specifications Document dated February 2006 (updated 2010)							
23053	S106 - Twigworth Education & Library Facilities eg. Twigworth Green Primary School	S106	TBC	2017	TBC	TBA	Open	<i>Twigworth Education & Libraries S106 Agreement - July 2017 To be followed up with Tewkesbury Borough Council</i>

4 year plan review

Pillar 1: Environment - Plan



Short Term	<ul style="list-style-type: none">◆ Conduct Environmental Survey with residents◆ Council to develop, agree and adopt Environment Policy◆ Deliver Ash Die-Back project to the community◆ Protect green spaces, and promote and instigate environmental enhancement schemes, for example: new tree and shrub planting, new ponds and water environments
Medium Term	<ul style="list-style-type: none">◆ Define the A38 entrances to our village◆ Enhance the A38 Tewkesbury Road appearance◆ Council to consider developing a Green Infrastructure Plan and Map◆ Create a list of sustainable “must haves” for our village◆ Seek to safeguard the separate identities of the three villages and their environments, for example by: protecting green corridors to prevent coalescence and promoting distinctive characteristics and features of the individual villages◆ Promote and provide opportunities for the reduction of waste and increase of recycling, for example by: upgrading litter bins to recycling bins◆ Promoting the use of more sustainable materials within the Parish Council
Long Term	<ul style="list-style-type: none">◆ Enhance the Local Centre to create a focal point of our village◆ Promote and support a Community Energy Scheme

Pillar 2: Community Engagement - Plan



Short Term	<ul style="list-style-type: none"> ◆ Share 4-Year Plan for comment and upgrade ◆ Parish Notice Board for Local Centre ◆ Upgrade Website ◆ Publish Monthly Newsletter ◆ D-Day 80th Anniversary Commemorations ◆ Represent the community on Remembrance Day annually ◆ Create a Community Events Calendar and share on website/social media
Medium Term	<ul style="list-style-type: none"> ◆ Consider Multi-Use Games Area (MUGA) and Sports Fields ◆ Publish Monthly Newsletter ◆ Represent the community on Remembrance Day annually ◆ Local Council Award Scheme – Foundation Award - ensuring policies of the Council are good practice - Clerk to advise
Long Term	<ul style="list-style-type: none"> ◆ Publish Monthly Newsletter ◆ Represent the community on Remembrance Day annually

Pillar 3: Services and Amenities - Plan



Short Term	<ul style="list-style-type: none"> ✦ Parish Notice Board for Local Centre ✦ Defibrillator for Local centre ✦ Royal Mail Post Box ✦ Dog Waste Bins & Signs ✦ Evaluate and consider the opportunity of the Multi-Use Games Area (MUGA) and Sports Fields - undertaking a cost vs benefit review of services that could be delivered by the Parish Council, in terms of value for money eg sports pitches / play facilities / community centres and identify potential revenues
Medium Term	<ul style="list-style-type: none"> ✦ Consider Multi-Use Games Area (MUGA) and Sports Fields ✦ Dog Waste Bins & Signs
Long Term	<ul style="list-style-type: none"> ✦ Consider land for Parish Allotment site - consultation required ✦ Review involvement with the proposed school at Twigworth Green

Pillar 4: Highways & PRoW - Plan



Short Term	<ul style="list-style-type: none"> ✦ Twigworth Green Bus Shelter ✦ A38 Road Safety and Speed Awareness ✦ A38 Pavements and Kerbs ✦ A38 Village Gates and Signage ✦ Dog Waste Bins & Signs
Medium Term	<ul style="list-style-type: none"> ✦ Relocate GCC Vehicle Activated Speed sign (Nr. Twigworth Lodge) ✦ Twigworth Green 20 mph speed limit ✦ GCC have responsibility to regularly maintain street furniture i.e. cleaning of signage, removing redundant furniture (Lorry Information sign) etc. ✦ Dog Waste Bins & Signs
Long Term	<ul style="list-style-type: none"> ✦ A38 Reduction in speed limit through village ✦ A38 Crossing points for pedestrians

5: Planning - Plan



Short Term	✦ Council will proactively review and comment on all planning applications, even if formally replying "No Comment" if none forthcoming
Medium Term	✦ Promote positive planning and influencing local development, e.g by delivering the Norton, Down Hatherley & Twigworth Development Plan
Long Term	✦ Review the Norton, Down Hatherley & Twigworth Development Plan

Pillar 6: Governance - Plan



Short Term	<ul style="list-style-type: none">✦ Consult with Community on 4-Year Plan for comments✦ Council to formally discuss, agree and adopt 4-Year Plan
Medium Term	<ul style="list-style-type: none">✦ Annual review of 4-Year Plan✦ Work towards achieving Local Council Award Scheme - Foundation Award
Long Term	<ul style="list-style-type: none">✦ Annual review of 4-Year Plan✦ Works towards attaining qualification to higher Local Council Award Scheme status